I. Instructor Information
   A. Instructor’s name: Dr. Bernice G. Spurlock (PhD)
   B. Location of instructor’s office: Beemon Hall, Office #102
      Raymond Campus
   C. Office phone number: 601-857-3268
   D. Email address: BGSpurlock@hindsc.edu
   E. Office hours (sometimes in classroom): MW 12:00-2:00pm, TR 12:30-1:30pm, Fri 11-12pm.
      Available at other times by appointment.

II. Course Information
   A. Course name, number, and credit hours: Nutrition, BIO 1613 – 3 credit hours
   B. Course section(s): H1AA, H1AB, and H1AC
   C. Class meeting time, days, and location: Online (May 30-July 21)
   D. Pre-requisite courses
   E. Course description: Nutrition A lecture course covering the nutrients for normal growth and reducing risks of major chronic diseases, and applied to the selection of food for ingestion, the process of digestion, assimilation, absorption, and their applications for healthcare providers. Credit Hours: 3
   F. Student Learning Outcomes. Upon completing this course of study, students will be able to:
      1. Discuss and apply basic principles and concepts of the science of nutrition for improving health and wellness, especially as relates to humans.
      2. Discuss and apply strategies for recognizing reliable nutrition information and combating nutrition fads and misinformation
      3. Communicate in writing and orally, roles of nutrition in the development and treatment/management of certain chronic health problems such as diabetes, cardiovascular diseases, obesity, and cancer
      4. Use current computer technologies to evaluate foods and diets and recommend changes.
      5. Employ basic food selection principles, guidelines, and tools to communicate good dietary practices.
      6. Identify benefits of both diet and exercise in achieving and maintaining optimum health.
   G. Course transferability: Accepted by all colleges/universities within the state of MS. You should inquire of other colleges/universities you are considering.
III. Textbook and Course Materials

A. **Course fees include Instant Access to e-textbook:** Understanding Nutrition 14th ed, by Whitney & Rolfes and MindTap (homework application). Log in to Canvas and “download” the textbook, see Bookshelf.

B. **Additional required materials/supplies:** A reliable computer and with reliable Internet service. For computer specifications, visit our e-Learning website: [http://www.hindscc.edu/programs-of-study/elearning/index#gsc.tab=0](http://www.hindscc.edu/programs-of-study/elearning/index#gsc.tab=0)

   Diet Analysis - [https://www.choosemyplate.gov/SuperTracker/default.aspx](https://www.choosemyplate.gov/SuperTracker/default.aspx)
   College website: [www.hindscc.edu](http://www.hindscc.edu)

D. **Email:** Students are **required** to use HCC assigned email accounts and to check messages often. Other contact methods can be added from Canvas, see Account Settings. To avoid unnecessary messages from Canvas, adjust your Account Notification preferences (also from Settings).

IV. Instructional Methods

The course will be taught by means of instructor-mediated scheduled asynchronous communications. Assignments will be posted in “modules” on the course website in the Canvas LMS. Students must follow written instructions and submit each assignment by its due date. The instructor will communicate with the class primarily through Canvas web content and by email. Students must submit assignments in Canvas and MindTap for Nutrition and may contact the instructor by email, phone, or office appointments. Methods of instruction will include: reading assignments, practice assessments, case studies, open-book quizzes, discussion forums, video/audio content, power point files, and interactive web exercises.

V. Grading Plan

A. Grades will be calculated by means of weighted averages. Methods of evaluation are as follows:
   - MindTap assignments (15%), open-book quizzes (20%), and discussion board assignments (5%) for the 10 learning modules, a diet analysis project (10%), and two proctored exams (50%).

B. **Grading scale:** A=90-100%, B=80-89%, C=70-79%, D=60-69%, F=below 60%.

VI. Testing Policy and Assignment Submission Policy

A. **QUIZZES** (non-proctored): These are listed in the learning “modules.” Each should be completed before the deadline. Quiz questions will be based on the learning objectives listed for that module. Practice quizzes/exercises are available through MindTap.

B. **EXAMS** (proctored): Each student must take “two” exams (a midterm and a final) online by individual appointments at proctored examination locations. Instructions and availability dates for the **midterm exam** will be given in Modules 7. Module 14 will contain instructions and dates for the **final exam**.

C. **SCHEDULING:** Students are responsible for scheduling exam appointments through the SmarterProctoring exam scheduling system in Canvas. Proctoring sites require a minimum of 24-hour advance scheduling for all exam appointments. The student should notify the instructor of the exam appointments by posting information on the appropriate discussion board.

D. **What to STUDY:** The midterm exam will cover modules 1-6. The final exam will cover modules 9-13. Exam questions will be based on assigned learning objectives/outcomes listed for each module. Further instructions and “practice tests” will be available in module 7 (midterm) and module 14 (final).

E. **Date-range for the midterm exam:** See Canvas

F. **Date-range for the final exam:** See Canvas

G. **Assignments:** Follow instructions given for submitting each assignment. Do not send assignments by email. Those will not be graded unless otherwise noted. Adhere to deadlines and ask for help if you need it.
H. Make-up Policy

1. All assignments and quizzes should be submitted on time. However, late work will be accepted for reduced credit as long as web links are available for completing and submitting such assignments.
2. Proctored Exams – If an exam deadline is missed, the student must complete the exam within one week (7 days) of the missed due date. A late penalty of 5% per day may be imposed.

VII. Assignments (see Canvas Modules): Learning Subjects
(Students will become knowledgeable of the following)

✓ Nutrition Basics __ Overview of Nutrition, Food Selection, and Digestion (Chapters 1-3)
✓ Carbohydrates __ Sugars, Starches, and Dietary Fiber (Chapter 4)
✓ Lipids __ Fats and Oils (Chapter 5)
✓ Protein and Amino Acids __ Building Material and Regulators (Chapter 6)
✓ Vitamins __ Water-soluble and Fat-soluble (Chapters 10 &11)
✓ Inorganic Nutrients __ Water and Major & Trace Minerals (Chapters 12 & 13)
✓ Metabolism and Body Weight __ Energy, Balance, and Weight Management (Chapters 7, 8 & 9)
✓ Producing Power __ Nutrition for Sports and Fitness (Chapters 14)
✓ Lifecycle Nutrition__ Nutrition for All Ages (Chapters 15-17)
✓ Fighting Chronic Disease__ Diet and Health (Chapters 18)
✓ Food Safety and Global Nutrition Concerns (Chapters 19-20)
✓ Dietary Analysis__ by computer
(Subject-specific learning objectives are listed in Canvas).

VIII. Attendance Policy

A. Attendance in class is a key factor of success in college. The following procedure applies to regular academic, technical, and career credit programs, including Distance Learning online courses. It does not apply to non-credit or continuing education activities. Some programs in nursing and allied health, career fields or non-credit programs require more stringent attendance policies which will be followed and will be stated in the departmental regulations for the program of study.

B. The primary method by which the College communicates with its credit students concerning attendance is the students’ My.Hinds email accounts. All credit students are responsible for activating their College email account within three (3) days of registering for classes for the first time and for checking it frequently (at least three times each week) when classes are in session.

C. An attendance record will be maintained for each student. Attendance will be taken each week. Students will NEVER meet in a physical classroom but are required to “attend” online class by completing and submitting assignments on-time. Students who fail to submit assignments on time will be marked absent for the week. The student is responsible for all assigned work, including work which occurred prior to the student’s enrollment in the class.

D. Students must attend 80% of the meetings for each course in order to receive credit for a course. Once two absences (one for 8-week terms) have been marked, the student will be sent a notice of absence (NOA) with warnings and instructions. If the student is marked absent a third time (second for 8-week terms), he/she will be dropped from the course with a final grade of F.

E. Students may withdraw from the course any time before the online course withdrawal deadline: July 7, 2017 (verify from Canvas)

F. Students should be aware that class attendance will be used as one factor in determining the release of the balance of financial aid.

G. It is the student’s responsibility to read and understand all requirements in the College Catalog and the Student Handbook concerning attendance, excessive absences, and withdrawal policy. Ask questions as needed.
IX. Academic Honesty/Plagiarism

ACADEMIC HONESTY

Academic pursuits require the exploration of ideas from a multitude of sources. A responsible scholar always gives credit to the ideas of others. Ethical treatment of sources as well as honesty in testing and assignments are hallmarks of academic integrity. Hinds Community College considers academic honesty essential for scholastic excellence.

Plagiarism

Plagiarism occurs when an individual borrows words, ideas, original material, or data from another person, group, or organization without acknowledging the original source of the material. Students are expected to cite sources correctly. Several resources are available on the Hinds Community College website to help students incorporate ideas of others into their own work.

Cheating

Cheating is defined as the act of obtaining or attempting to obtain or aiding another to obtain academic credit for work by the use of any dishonest, deceptive or fraudulent means. Examples of cheating during an examination include: copying from another’s test or examination; discussion of answers or ideas relating to the answers on an examination or test; possession, giving or receiving copies of an examination or exam questions without the permission of the instructor; using or displaying notes, “cheat sheets,” or other information or devices inappropriate to the prescribed test conditions; allowing someone other than the officially enrolled student to represent the student at the examination.

Legitimate Collaboration

In situations in or outside the classroom where some degree of collaboration is permissible, it is the responsibility of the instructor to give written instructions to his/her classes specifically stating what forms of collaboration are authorized. When procedures are not clearly understood, it is the responsibility of the student to consult with the instructor.

Penalties for Academic Dishonesty

The penalty for the first commission of any offense set out above will be either a zero on the particular assignment, withdrawal from the course, or failure in the course. These options will be clearly stated on the instructor’s syllabus. The instructor will also refer the matter for possible further action, including possible suspension or dismissal from the program of study or from the college. The penalty for subsequent commissions of any of these offenses will be failure in the course and possible dismissal or suspension from the program of study or from the College.

In cases of academic dishonesty:

1. The instructor will immediately email the student, the department chairperson, the Academic Dean or Career-Technical Dean and/or Dean of eLearning (whichever is appropriate) and the campus/Dean of Students/Associate Vice President of Student Services, indicating the action taken.
2. If the student has been previously reported as committing the same offense, the Dean of Students will notify the instructor, department chairperson, and appropriate dean, who will together determine if further action is needed.

X. ADA Statement/Non-discrimination Statement

Notice of Non-discrimination Statement:

In compliance with the following: Title VI of the Civil Rights Act of 1964, Title IX, Education Amendments of 1972 of the Higher Education Act, Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act of 1990 and other applicable Federal and State Acts, Hinds Community College offers equal education and employment opportunities and does not discriminate on the basis of race, color, national origin, religion, sex, age, disability or veteran status in its educational programs and activities. The following persons have been designated to handle inquiries regarding the non-discrimination policies:

Dr. Debra Mays-Jackson, Vice President for Administrative Services
34175 Hwy. 18, Utica, MS 39175
601.885.7002
Disability Support Services Statement:
Hinds Community College provides reasonable and appropriate accommodations for students with disabilities. Disability Services staff members verify eligibility for accommodations and work with eligible students who have self-identified and provided current documentation. Students with disabilities should schedule an appointment with the designated Disability Services staff member on their respective campus to establish a plan for reasonable, appropriate classroom accommodations.

- Rankin Campus-Carol McLaurin 601.936.5544
- Raymond Campus and all online courses-Mark Palmer 601.857.3646
- Jackson Campus-ATC-Krisisty Wagner 601.987.8158
- Jackson Campus-NAHC-Cooper McCachren 601.376.4803
- Utica Campus-Tara Johnson 601.885.7045
- Vicksburg-Warren Campus-Raina Deer Jones 601.629.6807

XI. Emergency Procedures (on campus classes)
Emergencies either man-made or natural can occur at any time and for any reason. Hinds Community College strives to keep our students, faculty, staff, and visitors’ safe at all times. Hinds Community College’s Emergency Alert System is called EagleOne Alerts. The EagleOne Alert Network uses SMS/ Voice messages, Emails, Emergency Info Line (601.857.3600), Eagle-One Website and Eagle Vision to communicate vital information to let students and staff know when there is an emergency on or around campus and what they need to do to be safe. EagleOne Alert is the accurate source for emergency information for Hinds Community College. More information about the EagleOne Alert Network and can be found at http://eagleone.hindscc.edu/. The EagleOne Alert Network is tested on the first day of every month at noon (weather permitting).

XII. Video Surveillance
Hinds Community College utilizes Video Surveillance Cameras in order to enhance security and personal safety on its campuses. It has been determined that use of this equipment may prevent losses and aid in the law enforcement activities of the Hinds Campus Police. To ensure the protection of individual privacy rights in accordance with the law, a formal Policy on the Use and Installation of Video Surveillance Equipment has been written to standardize procedures for the installation of this type of equipment and the handling, viewing, retention, and destruction of recorded media. Under no circumstances shall the contents of any captured audio or video recordings be exploited for purposes of profit or commercial publication, nor shall recordings be publicly distributed except as may be required by law.

XIII. Other Policy/Information

Netiquette
The term "netiquette" is a compound of the words "network" and "etiquette". It refers to acceptable codes of practice for interacting with others while online. In order to prevent misunderstandings and promote engaging and meaningful collaboration, extra care must be taken into how you express yourself in your written communication.
How to Communicate

- **Be professional** as you communicate. Reread your written text before posting or emailing. In much of the corporate world, writing in all caps is considered yelling and, therefore, is not acceptable in any online communication, nor is texting lingo.
- **Be considerate.** Think about how your words affect others.
- **Be respectful** of the opinions of others and respect your instructor.
- **Be calm.** Try to keep your emotions out of class.
- **Humor and sarcasm.** Because there are no visual cues in distance education, humor and sarcasm are impossible to discern. Be very careful when interjecting humor and refrain from using any remarks that are sarcastic in nature.
- **Harassment and other offensive behavior.** The online learning environment is no place to harass, threaten, or embarrass others. Comments that can be viewed, as offensive, sexist, or racially motivated will not be tolerated.
- **Offensive material.** Students may not post, transmit, promote, or distribute content that is racially, religiously, or ethnically offensive or is harmful, abusive, vulgar, sexually explicit, otherwise potentially offensive.
- **Copyrights and intellectual property.** Plagiarism will not be tolerated. Ideas that are copied should always be cited correctly.

Email Etiquette

- Use standard English. Do not use text coding.
- Use a subject when possible.
- Address the instructor by preferred name (Dr. Spurlock).
- Proof-read your message before sending it.
- Expect a reply within 24 hours (except weekends and holidays).

*This syllabus is given as a guide to students in the nutrition course.*

*Content herein may be changed by the instructor upon written notice to students.*